

above and agree to the preceding terms.

**Employee Signature** 

## WASHINGTON GUARANTEED EDUCATION TUITION PROGRAM

P.O. Box 43450 Olympia, WA 98504-3450 1-800-955-2318 Fax 1-360-704-6200

## Authorization for Automatic Payroll Deduction

After completing this form, make a copy for your records and send the original form back to the Washington State Guaranteed Education Tuition (GET) Program. Please review the reverse side for a checklist on completing this Authorization for Automatic Payroll Deduction Form. If you have any questions when completing this form, call us TOLL FREE at 1-800-955-2318, Monday-Friday, 8:00 a.m. to 5:00 p.m. PST.

Friday, 8:00 a.m. to 5:00 p.m. PST.
SECTION I. EMPLOYEE INFORMATION
EMPLOYEE NAME  Mr. Mrs. Miss  Ms. Dr.
Last First M.I. ADDRESS
ADDRESS
Number and street, including apartment number
City State Zip
SOCIAL SECURITY NUMBER (REQUIRED) HOME TELEPHONE WORK TELEPHONE
E-MAIL ADDRESS
SECTION II. DESIGNATED STUDENT BENEFICIARIES  Social Security Number(s)  Deduction Amount(s)
Designated Beneficiary Name(s) GET Account Number(s) (Required) (Required) (\$20 min. per GET Acct.)
\$
<b>S</b>
Authorized Monthly Payroll Deduction Amount (Required). The minimum payroll deduction per GET account is \$20.
SECTION III. ACCOUNT DIRECTION Desired Effective Date of Payroll Deduction or Change:
New Payroll Deduction  Change Bound! Deduction Assessed France Continued to Continue History Assessed t
☐ Change Payroll Deduction Amount: From: \$ to: \$ (Must complete Section II) ☐ Temporary Suspension of Deduction (i.e. Leave Without Pay): From: / / to: / /
☐ Agency Transfer: From (Agency Name): To (Agency Name):
☐ Reallocate Deduction Amounts between Designated Student Beneficiary GET Accounts (Must complete Section
I)
☐ Stop Payroll Deduction (This form must be <u>received</u> by GET 15 days <u>before</u> a pay period to stop a deduction.)
SECTION IV. EMPLOYEE STATUS
☐ Full time ☐ Permanent part time ☐ Temporary ☐ Seasonal ☐ Intermittent
SECTION V. EMPLOYER INFORMATION
FROM YOUR EARNINGS STATE OF WASHINGTON  STATEMENT (PAYCHECK)
AGENCY NAME  AGENCY # SUBAGENCY #
PAYROLL/BENEFITS OFFICE TELEPHONE EXTENSION
Important Notes: If your GET account(s) is (are) not already established, you must also attach and submit a completed enrollment
form along with the \$50 enrollment fee. This form supersedes any current GET deduction. It is the employee's responsibility to
notify the GET program when a deduction will not be taken for one or more pay periods and to make alternative payment
arrangements. Payments not received by month-end may result in a late payment fee being assessed.

In signing this form I am requesting that payroll deduction be established or modified as indicated in Sections II and III

See additional information and checklist on back.

**Date** 

Checklist for Employee		
	If you already have an account(s), did you put your GET Account number(s) on the form? If you do not have an account, did you attach an Enrollment Form along with the \$50 enrollment fee?	
	Did you list your Agency Name and Agency Payroll/Benefit office telephone number in Section V?	
	Are your deductions in Section II for a minimum of \$20 for each GET account? Did you use whole numbers?	
	Did you write the total of your deductions in the Authorized Monthly Payroll Deduction Amount box of Section II?	
	Did you indicate your desired effective date for the payroll deduction or change to take effect in Section III? Did you mark the desired action in Section III?	
	Did you sign exactly as your name appears on the form?	
After completion of this form, make a copy for your records and send the original to the GET program.		
GET Program – Payroll Deduction PO Box 43450 Olympia, WA 98504-4350		
If you have questions call 1-800-955-2318.		
If you wish to increase or decrease your deduction, or to change the amount of the deduction for one or more beneficiaries, complete a new form with the new information and send it to GET. Make sure that Section II is completed accurately and that it matches any amount shown in Section III.		